

Employee Suggestion - Number 263

A. Information About the Suggester:

[redacted] GS-7, Finance Officer, Finance Division

25X1A9A

B. Summary of the Suggestion:

The suggester proposes a revision of the travel voucher. It is believed that the adoption of the proposed voucher form would serve to substantially reduce hours required for preparing and processing the present voucher form, and, in addition, would present a comprehensive picture of the transaction involved.

Outlined in the attached is a step-by-step comparison of voucher in use and the proposed revision.

C. Estimated Savings:

The savings estimated in the use of the revised form are as follows:

Savings in preparation	\$1,312.00 per annum
Savings in auditing	12,120.00 per annum
Estimated value of added information	<u>15,000.00 per annum</u>
TOTAL ESTIMATED VALUE	
	428,432.00 per annum

D. Evaluation:

The Deputy Comptroller has supplied the following evaluation:

"Since the need for revision of the voucher form has been under consideration for some time, the subject suggestion was submitted at a most appropriate time. Our review indicates that, although it is deficient and requires some minor alterations, basically it is a good form and appears to meet the major objections to the present form. Accordingly, we have retained a copy of the form, and with minor adjustments, intend to initiate action to adopt it as an official Agency form.

With respect to savings which may be reasonably expected to be realized from adoption of the revised form, we believe that the estimate of the suggestor may be accepted as a fair estimate."

25X1
The Chief, Finance Division was contacted by the Secretary of the Committee relative to the eligibility of the suggestor and was informed that [redacted] was in a trainee position and the development of such a form should not be considered as part of her duties.

16

~~RESTRICTED~~
Security Information

RESTRICTED

Security Information

S. Note:

In view of the estimated savings indicated above, it is recommended that an award of \$370.00 (determined from the Table of Awards) and a Certificate of Award be considered by the Committee.

RESTRICTED